



## **Understanding Your Rights Pertaining to Your Records (For Use and Disclosure)**

### **Facts About Obtaining Your Medical Records**

- You have the right of access to inspect and obtain a copy of your confidential health care information.
- The law requires a signed authorization form which contains the criteria included on this form.
- The form must be fully completed before any medical information can be released.
- When records are requested from another facility for continuity of the care, the patient's authorization is NOT required.

### **What is an ABSTRACT?**

- An abstract includes information about you such as your Allergies, Procedures, Problem List, Home Meds, Immunization Record, and Social History, as well as all Doctor's Notes, Lab and Pathology results, X-ray reports, and other diagnostic test results that occurred during the visit.
- Documents NOT included in the abstract include notes by Nursing and other Allied Health providers, Medication and IV Administration Records, or Flowsheet Information such as Vital Signs, Measurements and Activities of Daily Care.

### **\* Exceptions for patients under the age of 18**

VCU Health System follows Virginia State Statute § 54.1-2969(E) with regard to a minor's access to information about care received for the conditions listed below.

- Sexually transmitted diseases
- Birth control, pregnancy or family planning
- Outpatient care for substance abuse
- Outpatient care for mental illness

**Costs:** VCU Health System follows Virginia State Statute § 8.01-413.

### **When and How Will I Get My Records?**

- Your request will be completed within 30 days of receipt and will be available via a secure e-mail.
- You will be notified when your records are ready, or if the records cannot be processed within this timeframe.
- If you would like to pick up your records, or have the records mailed to the address listed on the authorization form, please indicate your choice on the form.
- Records will only be faxed for continuity of care purposes.
- Individuals picking up records must present valid government issued I.D.

### **How Do I Release My Medical Records?**

Complete this "Authorization to Release Confidential Health Care Information" form in its entirety. The form may be hand-delivered, mailed or faxed to:

VCU Health System  
Release of Information/ Cardone Record Services  
P. O. Box 980679 Richmond, VA 23298  
Phone: 804-828-4423 FAX: 804-828-5344  
Service Desk: Main Hospital Lobby, Room 1-403A